

E-rate Implementation: On this worksheet please describe your overall strategy for implementing your E-rate requests this year, noting especially any differences if not all of your facilities are at the same technology implementation level. Please give us an overall picture of what you are trying to accomplish so that we can better understand how the requested services will work in conjunction with the resources that you have identified throughout this document.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

E-RATE IMPLEMENTATION DESCRIPTION: FAX BACK PAGE 4

Selective Review Information Request Completion Certification

If the applicant's authorized representative completed the information in this document, please attach a copy of the letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library's behalf. For the purposes of this form, in the Employer's Name field, a consultant should enter the name of his or her consulting firm.

SECTION 1: AUTHORIZED SIGNER INFORMATION			
Name		Title	
Email Address		Telephone Office	Fax
Employer's Name			
Employer's Street Address		State	Zip Code
SECTION 2: APPLICANT INFORMATION			
Billed Entity Name Academia Claret		Billed Entity Number 200550	
Funding Year 2004 Forms 471 Application Numbers 401699, 404938			
SECTION 3: CERTIFICATION STATEMENTS			
<ul style="list-style-type: none">• I certify that I prepared the responses in this document on behalf of the above named entity.• I certify that despite any budget deficits, fund-raising effort shortfalls, or other uncertainties that the funding source(s) identified for my applicant share of E-rate will not be affected.			
Authorized Signer's Signature		Date	
Authorized School or Library Official's Signature		Date	

Selective Review Information Request Checklist:

Remember to include all of the following in your response:

- ✓ Copies of signed and dated contracts relating to the Form(s) 471 for all contracted services, except those contracts that are state master contracts.
- ✓ Copies of all requests for proposals, etc., where a vehicle other than the Form 470 was used for procurement.
- ✓ Copies of all bids that were received for all funding requests.
- ✓ Complete documentation regarding the process used for selecting your service provider(s).
- ✓ Copies of any consulting agreements.
- ✓ Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process.
- ✓ Copy of your technology plan that supports your funding request for Funding Year 2004.
- ✓ Fax Back Pages 1-4.
- ✓ Approved operating budget which includes both revenues and expenses or alternative budget documentation.
- ✓ Letter of agency or agreement if responder is authorized representative of the eligible entity, if required.

**SUPERINTENDENCIA DE
CATOLICAS**
PROGRAMA E-RATE
FAX (787) 272-0771

FACSIMILE TRANSMITTAL SHEET

TO	FROM
Celia Zheng	Marieglorie Zapata
COMPANY	DATE
PIA Selective Review	10/15/2004
FAX NUMBER	TOTAL NO. OF PAGES INCLUDING COVER
1-973-599-6515	12
PHONE NUMBER	SENDER'S REFERENCE NUMBER
RE	YOUR REFERENCE NUMBER
ACADEMIA CLARET	

☒ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS

Enclosed are requested documents.

Marieglorie Zapata
E-Rate Administrative Assistant
e-mail: mzapata@escuelascaticas-sj.org

Academia Claret

Urb. Forest View Calle Dakar F-169, Bayamón, P.R. 00956
Tel. 787.787.6685 Fax: 787.786.7976
aclaret@coqui.net

October 8, 2004

TO: **Celia Zheng**
PIA Selective Review
Universal Service Administrative Company
School & Libraries Division
Fax 973-599-6515

Response to E-Rate Selective Review Information Request Form 471 Applications#
410699, 404938 year 7 (2004-2005).

Information Regarding the Competitive Bidding Process and Vendor Selection:

1. The E-Rate funding procurement process for the **Academia Claret** was conducted by the Consorcio de Colegios Católicos Arquidiócesis de San Juan on behalf of the participating schools, as established in the Consortium's participation agreement. Also, the CCCASJ signed an E-Rate Services Agreement. The school submitted a signed the F-471 as a supplement of the agreement. Copy of the agreement is included in Annex 1.
2. The school as a participant entity of the CCCASJ was part of the procurement process. After publishing the F-470, the vendors that contacted either CCCASJ or the school were invited to evaluate the Technology Plan implementation to gather the information they understood was necessary to confirm their proposals. Copy of the Technology Plan is included in Annex 2. (Will be sent by Fedex)
3. The bids were received by the CCCASJ by Madeline Melgen, Ed.D.
4. The service provider selection was recommended by the Consortium's (CCCASJ) technology committee as part of the advisory services to the consortium's participants. The CCCASJ received the service provider proposals, conducted the evaluation process and recommended a Service Provider to the participants.
5. Copy of the school representation agreement by the CCCASJ is included in Annex 3.
6. Included is the agenda of the meeting for the vendor selection notification for Internal Connections and Dedicated Services of year 7 (2004-2005) for the E-Rate Program. At this meeting the CCCASJ explained the evaluation and selection process to the participants. The written communication between the CCCASJ and the entities that are members of the Consortium is included in Annex 4.

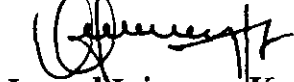
Celia Zheng

Page -2-

Information Regarding Item 25 Certification

1. Item 25 Worksheet Summary is included as Annex 5.
2. School budget 2004-2005 is included Annex 6.

Cordially,



Israel Irizarry Koppish
Principal



Annex 1

Service Agreement

Will be send by Fedex
to your attention.

Annex 2

Technology Plan

Was sent by Fedex to
your attention.

C.C.C.A.S.J.



Consorcio Colegios Católicos Arquidiócesis de San Juan

Edificio 2021 Carr. 177 Guaynabo, Puerto Rico 00969-5140

Teléfono (787) 731-6100 Fax (787) 731-0000

Acuerdo de Representación

Este es un acuerdo de representación donde **Academia Claret** solicita al Consorcio de Colegios Católicos de la Arquidiócesis de San Juan (Consorcio) representación y apoyo en los procesos relacionados a la solicitud y utilización de fondos del programa E-Rate que administra el School & Libraries Division (SLD), para el Año 7 (07/01/04 a 06/30/05). Este acuerdo define los términos bajo los cuales el Consorcio ofrecerá dicha representación y asesoramiento. Bajo este acuerdo **Academia Claret** y el Consorcio se comprometen a cumplir con las responsabilidades que a cada uno le corresponden según lo establece el SLD y cualquier otro compromiso o responsabilidad que ambos acuerden deben establecer.

Consorcio:

- ✓ Asesorará a **Academia Claret** en el desarrollo de su Plan de Tecnología que cumpla con los requisitos de SLD (Schools & Libraries Division).
- ✓ El Consorcio en representación de **Academia Claret** publicará la Forma 470 y atenderá los procesos de establecer los requisitos de licitación, recibir y evaluar propuestas de los suplidores.
- ✓ El Consorcio dirigirá los esfuerzos para proveer información al SLD relacionada con los procesos de solicitud y utilización de los fondos E-Rate.
- ✓ El Consorcio se compromete a cumplir con las funciones que le asigna SLD a los consorcios representantes de entidades solicitantes. (Apéndice II)

Colegio/Academia

- ✓ Proporcionará al Consorcio de información necesaria para cumplimentar la solicitud de propuestas, Forma 470.
- ✓ Se compromete a proveer al Consorcio a los suplidores la información que estos solicitan para el proceso de completar sus propuestas.
- ✓ Se compromete a participar en el proceso de someter la Forma 471 y documentos relacionados, respondiendo a las solicitudes de información y firma de acuerdos en las fichas estipuladas.
- ✓ Se compromete a cumplir con los requisitos que establece SLD a las entidades solicitantes (Tabla de cotejo – Apéndice I)

Otros términos y condiciones pueden ser añadidos a este acuerdo, previa aprobación de ambas partes.

Nombre: **Israel Irizarry Koppish**

Firma: _____

Posición: **Principal**

Fecha: 5 de noviembre de 2003

Nombre: Madeline Melgen, Ed.D.

Firma: _____

Posición: Directora del Consorcio

Fecha: 5 de noviembre de 2003

“Sirviendo a los Colegios Católicos de San Juan”

Annex 4

Bidding Process

Will be send by Fedex
to your attention.

School Name: Academia Claret

ITEM 25 WORKSHEET SUMMARY: FAX BACK PAGE 1

Item 25 Worksheet Summary

Please add Subtotals of Sections I through VI

Funding Year 6
(2003-2004)Funding Year 7
(2004-2005)

Section I: Connectivity

I-A. Commitment Amount Requested

Telecom	1	\$1,680.00
Internet Access	2	\$9,328.00
Internal Connections	3	\$5,690.00

Total of Funding Requests (I-A)	4	\$16,698.00
----------------------------------------	----------	--------------------

I-B. Form 471 Applicant's Share

Telecom	5	\$1,680.00
Internet Access	6	\$9,328.00
Internal Connections	7	\$5,690.00

Total of Applicant Share (I-B)	8	\$16,698.00
---------------------------------------	----------	--------------------

I-C. Amounts not covered by USF Program

Telecom	9	\$0.00
Internet Access	10	\$0.00
Internal Connections	11	\$0.00

Total of Amounts Not Covered (I-C)	12	\$0.00
-------------------------------------------	-----------	---------------

Total Connectivity (I-A + I-B + I-C)		\$33,396.00
---------------------------------------------	--	--------------------

Section II: Hardware

II-A. Number of Computers Connected	13a. #	31	13b. #	39
II-B. Number of Servers Connected	14a. #	2	14b. #	2
II-C. Number of Data/Voice Drops Installed	15a. #	27	15b. #	77
II-D. Applicant Expenditure	16a. \$	\$99.00	16b. \$	\$500.00
II-E. Contribution / In-Kind Donations	17a. \$	\$4,136.68	17b. \$	\$14,167.03
Total Hardware (II-D + II-E)	18a. \$	\$4,235.68	18b. \$	\$14,667.03

Section III: Professional Development

III-A. Staff Training Hours (Total 100%):

0-5 Hrs. ____% 5-15 Hrs. 85% 15-25 Hrs. 15% 25-50 Hrs. ____% 50 + Hrs. ____%

III-B. Applicant Expenditure	20a. \$	\$0.00	20b. \$	\$0.00
III-C. Contribution / In Kind Donations	21a. \$	\$1,679.90	21b. \$	\$1,800.00
Total Professional Development (III-B + III-C)	22a. \$	\$1,679.90	22b. \$	\$1,800.00

Section IV: Software

IV-A. Applicant Expenditure	23a. \$	\$1,696.00	23b. \$	\$0.00
IV-B Contribution / In Kind Donations	24a. \$	\$0.00	24b. \$	\$17,339.53
Total Software (IV-A + IV-B)	25a. \$	\$1,696.00	25b. \$	\$17,339.53

Section V: Retrofitting

V-A. Applicant Expenditure	26a. \$	\$24,500.00	26b. \$	\$24,200.00
V-B Contribution / In Kind Donations	27a. \$	\$0.00	27b. \$	\$0.00
Total Retrofitting (V-A + V-B)	28a. \$	\$24,500.00	28b. \$	\$24,200.00

Section VI: Maintenance

VI-A. Applicant Expenditure	29a. \$	\$2,160.00	29b. \$	\$2,200.00
VI-B Contribution / In Kind Donations	30a. \$	\$0.00	30b. \$	\$0.00
Total Maintenance (VI-A + VI-B)	31a. \$	\$2,160.00	31b. \$	\$2,200.00

Total of E-Rate Initiative (Total of Section I to VI)	32a. \$	\$34,271.58	32b. \$	\$93,602.56
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Technology Implementation Level (Enter Number of schools/libraries at each level from worksheet)

Level 1 current:	Level 2 current :	Level 3 current: X	Level 4 current:
Level 1 by 6/30/05:	Level 2 by 6/30/05:	Level 3 by 6/30/05: X	Level 4 by 6/30/05:

Resource Plan:Fax Back Page 2

Resource Plans and investments: on this worksheets you are asked to estimate any relevant investments in the resources you need to make effective use of request E-rate services that happened prior to Funding year 2003 covered on the *item 25 worksheet summary fax back page 1* as well as any other resources that are available to you but which are not represented on the *item 25 worksheet*. Please use this space or attach an additional page, to provide narrative information about both your plans and strategies for securing the necessary resources to make effective use of the requested services and previous years investments in technology .You may use the space below to cross reference sections of your approved technology plan, your budget, or other relevant documentation. If you have made a significant investment in technology prior Funding year 2003, please summarize these resources that are already in place. If you have applied for matching funds or grants from other sources that have not been approved yet, please note it. Include all information about resources that you have available to make effective use of E-Rate funding.

At Academia Claret a great amount of money has been invested in school repairs, such as: administrative facilities remodeling, repairs of sports facilities, painting of all school facilities, acquisition of new duplicating machines for School Library and Administration. Also, school has invested in the acquisition of new computers for the Technological Lab, acquisition of new classroom equipment such as: tables and chairs. New playground equipment was acquired for the preschool area. New lockers for students use were acquired. School has acquired new physical education equipment and a new electronic scoreboard for the sports facilities.

During school year 2003—2004 the Resources Department was established. This department embodies the following school areas: Library, Technological Laboratory, A-V and the Early Childhood Center. Two librarians are in charge of this department, focusing in the integration of technology into all curricular areas.

The Early Childhood Center is geared to offer services to the Pk—1st grade student body. It has its own computers and softwares. Also, it provides the necessary learning areas to promote educational enrichment in the Arts and Language Arts.

During school year 2003—2004 the school included the Music Program into its curriculum. Hired a professional music teacher and has been acquiring musical instruments in order to launch such an important program. Up to date, Academia Claret has a Flute Orchestra, a Choir, and students playing different musical instruments as part of its musical program.

A new English Immersion Program was launched during school year 2003—2004. During this year one group of second graders started in a all—English program.

New investments are projected in several areas, such as:

- ☐ the establishment of a new electric power substation in order to provide our school with the necessary capacity to continue with its technological plan development and gradually promote air conditioners installation at all classrooms.
- ☐ Investment in educational materials and technological equipment to continue promoting curricular integration and expansion of the Resource Center services, including acquisition of reading materials.
- ☐ Continue school facilities repairs and remodeling in areas such as:
 - Lunch room
 - Sports facilities
 - Exterior painting of school facilities
 - Continue installation of fences in order to provide a more secure place for our students, teachers and visitors.
- ☐ English Immersion Program will be expanded up to the fourth grade in school year 2004—2005. An approximate number of 60 students will be participating in this program, which is highly supported by parents and students. Projections are to continue expansion one or two grades per upcoming school years until reaching the eighth grade.

E-Rate implementation description:fax page 3

E-rate implementation: on this worksheet please describe your overall strategy for implementing your E-rate request this year, nothing especially any differences if not all of your facilities are at the same technology implementation level. Please give us an overall picture of what you are trying to accomplish so that we can better understand how the request services will work in conjunction with the resources that you have identified throughout this document.

At Academia Claret we are highly committed in implementing our E-rate request during school year 2004—2005 promoting the installation of internet facilities in all classrooms (drops) in order to be able to have teachers enrich their lessons with the use of technology. Enhancement of our actual server is necessary in order to upgrade technological facilities and be able to control all school facilities.

Academia Claret's website is intended to become into a dynamic one where our web server can be able to store all school information, promoting integration of use of students, parents and faculty members. The idea is to open school communications to all its members.

As part of the technological integration to all curricular areas we have projected the establishment of video conferences, being able to connect our school with other educational centers and offer seminars, lessons, conferences in a massive way to our student body and other schools in our educational region of Bayamon.

During these past two years Academia Claret has been able to upgrade not only its physical facilities, but its technological offerings to our students and faculty members. We have been able to promote positively the technological integration to all curricular areas. Faculty members actively promote use of technological facilities to their students and coordinate with Resource Center personnel the use of facilities and educational offerings.

Selective Review Information Request Completion Certification

If the applicant's authorized representative completed the information in this document, please attach a copy of the letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library's behalf. For the purposes of this form, in the Employer's Name field, a consultant should enter the name of his or her consulting firm.

SECTION 1: AUTHORIZED SIGNER INFORMATION			
Name Israel Irizarry Koppish		Title Principal	
E-mail Address		Telephone Office 787-787-6685 Fax 787-786-7976	
Employer's Name Academia Claret			
Employer's Street Address Calle Dakar F-169 Urb. Forest View, Bayamón		State PR	Zip Code 00956
SECTION 2: APPLICANT INFORMATION			
Billed Entity Name Academia Claret		Billed Entity Number 200550	
Funding Year 2004 Forms 471 Application Numbers: 410699, 404938			
SECTION 3: CERTIFICATION STATEMENT			
<p>* I certify that I prepared the responses in this document on behalf of the above named entity.</p> <p>* I certify that despite any budget deficits, fund-raising effort shortfalls, or other uncertainties that the funding sources(s) identified for my applicant share of E-rate will not be affected.</p>			
Authorized Signer's Signature <i>Madelaine Melgosa, Ed.D.</i>		Date October 15, 2004	
Authorized School Official's Signature <i>[Signature]</i>		Date October 15, 2004	

Selective Review Information Request Checklist:

Remember to include all of the following in your response:

- * Copies of signed and dated contracts relating to the Form (s) 471 for all contracted services, except those contracts that are state master contracts.
- * Copies of all requests for proposals, etc., where a vehicle other than the Form 470 was used for procurement.
- * Copies of all bids that were received for all funding requests.
- * Complete documentation regarding the process used for selecting your service provider(s).
- * Copies of any consulting agreements.
- * Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process.
- * Copy of your technology plan that supports your funding request for Funding Year 2004.
- * Fax Back Pages 1-4
- * Approved operating budget which includes both revenues and expenses or alternative budget documentation.
- * Letter of agency or agreement if responder is authorized representative of the eligible entity, if required.

ACADEMIA CLARET

Budget
School Year 2004—2005

Projected Income

Registration and Tuition Fees and Day Care and Uniforms sales	\$1,025,550.00	* E-rate income \$16,698.00
Graduation quota	\$ 3,075.00	
Other income	\$ 6,106.68	
Total Projected Income		<u>\$1,035,731.68</u>

Projected Expenses

Payroll (including Benefits)	\$ 731,925.91	
Educational Materials, Activities and others	\$ 122,056.60	* E-rate expenses \$7,370.00
Operation and Maintenance	\$ 149,532.33	
E-rate appropriation	\$ 10,000.00	* E-rate (internet) \$ 9,328.00
Others	\$ 0.00	
Total Projected Expenses		<u>\$1,013,514.84</u>
GAIN / LOSS		<u>\$ 22,216.84</u>

Presented by: _____


 Director

TRANSMISSION VERIFICATION REPORT

TIME : 10/13/2004 14:35
NAME :
FAX :
TEL :

DATE, TIME	10/13 14:33
FAX NO./NAME	19735996515
DURATION	00:02:33
PAGE(S)	10
RESULT	OK
MODE	STANDARD
	ECM

**SUPERINTENDENCIA DE ESCUELAS
CATOLICAS**

PROGRAMA E-RATE

FAX (787) 272-0771

FACSIMILE TRANSMITTAL SHEET

TO:	FROM:
Celia Zheng	Marieglorie Zapata
COMPANY:	DATE:
PLA Selective Review	10/15/2004
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
1-973-599-6515	12
PHONE NUMBER	SENDER'S REFERENCE NUMBER:
RT:	YOUR REFERENCE NUMBER:
ACADEMIA CLARET	

☒ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Enclosed are requested documents.

Marieglorie Zapata
E-Rate Administrative Assistant
e-mail: mzapata@escuelascatolicas-sj.org



Universal Service Administrative Company
Schools & Libraries Division

Date: 11/03/2004

Dear Madeline Melgen,
Applicant Name (All Puerto Rico Applications you have)
Contact Number: 1-787-731-6100
Application Number(s): Multiple

The Program Integrity Assurance (PIA) team is in the process of reviewing all Form 471 Applications for schools and libraries discounts to ensure that they are in compliance with the rules of the federal universal service program. We are currently in the process of reviewing your Funding Year 2004 Form 471 Application. To complete our review, we need some additional information. The information needed to complete the review is listed below.

Madeline, we are trying to find out how you get your discount information for NSLP. I'm sure you have something different, however, we will need to have documentation for all the Schools, Public, Private, Academies, Catholic, etc., with the **Total Student Enrollment** and those eligible for **Free (Gratis) & Reduced (Reducido) lunches**.

I tried to call the E-Rate coordinator for Puerto Rico, but no one spoke English.

If there is anything you can do, it will certainly speed up processing the applications. I don't know if you are the only one working on the applications for Puerto Rico, if there are others we will need a complete list of the schools with the information above.

Thanks so much for your prompt attention in this matter.

If you have already submitted the Item 21 Attachments, please fax an EXACT COPY of the Item 21 Attachments that were previously submitted. If you do not wish to resubmit the Item 21 Attachment, you are not required to do so. We will process your application once the Item 21 Attachments have been scanned into our system.

Please fax or e-mail the requested information to my attention. If you have any questions, please feel free to contact me.

It is important that we receive all of the information requested so we can complete our review. Failure to do so may result in a reduction or denial of funding.

Please send the requested information within seven calendar days. If you need additional time to prepare your response, please let me know as soon as possible.

Thank you for cooperation and continued support of the Universal Service Program.

Sincerely,

Nancy A. Rocco
Schools And Libraries Division
Program Integrity Assurance
Phone: 973-884-8250
FAX: 973-599-6522
nrocco@sl.universalservice.org

Academia Claret

Urb. Forest View Calle Dakar F-169, Bayamón, PR 00956

Tel. 787-787-6685

acclaret@coqui.net**EXHIBIT E**

December 9, 2004.

Schools and Libraries Division
Program Integrity Assurance

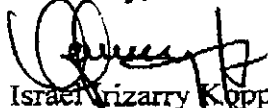
Academia Claret wants to certify the following information:

- | | |
|----------------------------------------------------------------------------------------------|-----|
| 1. Total number of students enrolled | 425 |
| 2. Number of surveys/applications sent out | 425 |
| 3. Number of surveys/applications returned | 425 |
| 4. Total number of students qualified for NSLP
(As per the returned surveys/applications) | 84 |
| 5. Are the surveys/applications and results kept on file | YES |

"I certify that only those students who meet the Income Eligibility Guidelines of the National School Lunch Program have been included in Column 5 Item 10b of Block 4 (worksheet A) of the Form 471".

Enclosed is a copy of the survey applied.

Cordially,

Israel Vizarray Koppish
Principal

mza

Comp.3

Departamento de Educación
Área de Planificación y Desarrollo Educativo
División de Planificación

ESTUDIO SOCIOECONOMICO

PARA AÑO ESCOLAR 2003 - 2004

1. Región Educativa Bayamón 2. Distrito Escolar Bayamón
3. Escuela Academia Claret 4. Grado Pre-Kindergarten
5. Nombre del Estudiante _____
6. Nombre del ^{madre}Padre o encargado Noemí Báez
Ocupación Estudiante
~~Ingreso Anual~~ ^{Mensual} \$600.00
7. Nombre de la Madre Noemí Báez Aluelo
Ocupación Estudiante
Ingreso Anual 0
8. Total Ingreso Anual Familiar 7,200.00
9. Total Miembros de la Familia 3

Certifico Correcto:

Noemí Báez Aluelo
Firma del padre o encargado

Fecha:

23 mayo 03

Haydee Ruiz
(Firma Maestro)



Universal Service Administrative Company
Schools & Libraries Division

CASE SR-2004-BEN-200550

Date: January 31, 2005
To: Madeline Melgen
E-Mail: mmelgen@escuelascaticas-sj.org
Entity: **200550 – ACADEMIA CLARET**
Fax #: [Fax: Madeline Melgen@1 787 731 0000]
Phone: 787-731-6100
Sender: Bob Leipow
Phone: 973-581-6738
Fax: 973-599-6515
E-mail: rleipow@sl.universalservice.org
Subject: Funding year 2004 Selective Review Follow-Up Questions

*** ** *

This FAX is a follow-up to the information Marieglorie Zapata sent to Celia Zheng on October 15, 2004 regarding our selective review of **ACADEMIA CLARET**. I've taken over Celia Zheng's responsibilities for completing this selective review. Most significantly, in this letter we are requesting the approved operating budget for this school. The budget that was sent is not labeled the approved operating budget.

It is important that we receive all of the information requested by the close of business February 9, 2005. If we do not receive the information by then, your application will be reviewed using the information currently on file, which could result in a reduction or denial of funding. If you need additional time to prepare your response, please let me know as soon as possible. Please fax or e-mail the requested information to my attention. If you have any questions please feel free to contact me.

-1-

Cover Letter

Unlike most other information responses we received from Marieglorie Zapata, what we received on October 15 2004 regarding **ACADEMIA CLARET** did not include an introductory letter, with school letterhead, entitled "response to E-RATE Review..."

In fact, the fax transmittal sheet regarding ACADEMIA CLARET indicated there were 12 pages when in actuality we received only 10 pages.

- **Please resend the 12 page package.**

-2-**BUDGET:**

- At this time, **do you have an approved operating budget** for 2004-2005? If so, please submit an operating budget for 2004-2005 showing **both revenues and expenses, indicating where** your portion of e-rate is allocated.
 - **State that it is the approved operating budget.**
 - Be sure to specify the name of the school to which the budget applies.
 - Please clearly specify the time frame that the budget covers, including a starting date and ending date (for example, July 1, 2003 - Jun 30, 2004).
 - **Writing on the actual budget, place an arrow next to each fund/budget line, on BOTH the revenue and expense side of your budget, showing where you have allocated the necessary dollars for your share of E-Rate. Please write the specific amount that will come from each fund/budget line.** For example, if budget line A002 contains \$200,000 and \$130,000 will be used to pay your share of E-Rate, then please draw an arrow to it and write "E-Rate, \$130,000."
 - Note: if a final, approved budget is provided, we may verify that budget with independent sources
- **If an approved budget is still not available** or in the early stages of an approval process, **we will need two items.** The first is a letter signed by a school or library official (superintendent, board president, chief business administrator) This letter should explain what phase of the approval process you are in, whether your share of funding is contingent on any outside action (e.g. voter approval, board approval, state legislation, etc.) and whether in the absence of such outside approval, you anticipate being able to meet your share of the E-RATE amount. Also make sure that the letter identifies the specific amount that you will have available to pay your share. For example, if you have \$100,000 that you will be putting in your budget, make sure that that is noted in the letter. **In addition** to that letter (and in lieu of a finalized budget), we will need **one of the following** as noted below:
 - A draft budget for FY 2004-2005 showing both revenues and expenses indicating from where your portion of e-rate is coming
 - A resolution of a governing Board authorizing the filing of a Form(s) 471 for a given dollar amount, for given services and or products, within a given timeframe. For us to consider such a resolution sufficient evidence that your entity has provided for payment of your share of E-rate, the resolution should specify the funding year, the fiscal year, or the school year during which the payment is authorized
 - If donations (or other dollars from any contributor) are a source, a signed commitment letter from the donor (e.g. school or library foundation) to the applicant specifying 1) the level and commitment of funds or other resources, 2) the timing of the delivery of such resources, along with a positive indication that the resources are for E-rate supported products/services or for items needed to use effectively with the discounted services. (The indication as to the use of the resources might come from the donor or be reflected in a Board resolution committing donations to E-rate related purposes.)
 - Please note: If a final, approved budget is **not** available, we require a **combination** of a letter (described above) **AND** one of the bulleted examples above. We require **both**, not one or the other.

-3-

Professional Development:

Please provide a one-page summary of the resources and strategies you have for professional development addressing the questions listed below.

- Do you have a training staff?
- Who provides the training?
- Who receives the training and what are they trained on?
- Is a train-the-trainer mode of training used?
- Are there Education Service Agencies that provide training?

-4-

Maintenance:

Please document your plans for maintaining your equipment both old and new as well as ineligible hardware.

- Is the equipment under warranty?
- Do you have a maintenance contract?
- Do you have a maintenance staff that maintains the equipment?
- If so please include their salaries on the Item 25 worksheet if you have not already done so.

Please do not hesitate to call me, should you have any questions. Thank you for your cooperation and remember that any information requested must be faxed or e-mailed within 7 calendar days from today. If you need additional time to prepare your response, please let me know as soon as possible. If you are going to send e-mail to me, please make sure that at the end of your e-mail you have your Full Name and Official Title. Please call me if you have questions at 973-581-6738

Thank you.

Bob Leipow

Selective Reviewer

Associate Manager - SLD

Phone: 1-973-581-6738

Fax: 1-973-599-6515

Email: rleipow@sl.universalservice.org



80 South Jefferson Road
Whippany, New Jersey 07981
Fax: 973-599-6515

Universal Service Administrative Company
Schools & Libraries

FAX TRANSMISSION COVER SHEET

To: Madeline Melgen
Fax: 1 787 731 0000
Subject: CASE SR-2004-BEN-200550 Academia Claret
From: PIAIntegrated
Date: January 31, 2005
Time: 2:05:26 PM

YOU SHOULD RECEIVE 5 PAGE(S), INCLUDING THIS COVER SHEET. IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL THE CONTACT SPECIFIED BELOW.

Date: January 31, 2005

To: Madeline Melgen
E-Mail: mmelgen@escuelascaticas-sj.org
Entity: **200550 – ACADEMIA CLARET**
Fax #: [Fax: Madeline Melgen@1 787 731 0000]
Phone: 787-731-6100

Sender: Bob Leipow

Privilege and Confidentiality Notice

The information in this telecopy is intended for the named recipients only. It may contain information that is privileged, confidential or otherwise protected from disclosure. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this telecopied material is strictly prohibited. If you have received the telecopy in error, please notify us by telephone immediately and mail the original to us at the above address. Thank you.

Phone: 973-581-6738

Fax: 973-599-6515

E-mail: rleipow@sl.universalservice.org

Subject: Funding year 2004 Selective Review Follow-Up Questions

This FAX is a follow-up to the information Marieglorie Zapata sent to Celia Zheng on October 15, 2004 regarding our selective review of **ACADEMIA CLARET**. I've taken over Celia Zheng's responsibilities for completing this selective review. Most significantly, in this letter we are requesting the approved operating budget for this school. The budget that was sent is not labeled the approved operating budget.

It is important that we receive all of the information requested by the close of business **February 9, 2005**. If we do not receive the information by then, your application will be reviewed using the information currently on file, which could result in a reduction or denial of funding. If you need additional time to prepare your response, please let me know as soon as possible. Please fax or e-mail the requested information to my attention. If you have any questions please feel free to contact me.

Please refer to the attached document.



Universal Service Administrative Company
Schools & Libraries Division

February 16, 2005

Academia Claret
Contact Phone Number: 787 731 6100
Contact Fax Number 787 731-0000
Application Number: 404938

Dear Ms. Madeline Melgen Ed D,

Regarding: Validation for Type of Facilities

The Program Integrity Assurance (PIA) team is in the process of reviewing all Form 471 Applications for schools and libraries discounts to ensure that they are in compliance with the rules of the federal universal service program. We are currently in the process of reviewing your Funding Year 2004 Form 471 Applications. In order to complete our review, we need some additional information. The information needed to complete the PIA review is listed below.

- 1.) Based upon review of your Form 471 application and/or the documentation you provided, it appears that Academia Claret has an Early Childhood Center. The rules of this support mechanism do not allow for services/products offered to the Pre-K grade student body. If the entity does not provide remote access or offered to the Pre-K grade student body, then please certify in writing the following:

“The service/products(s) for which I seek discounts either will not be used to provide remote access in the funding year or, if the services are to be used remotely, I will take steps to ensure that only entities eligible for support under the Schools and Libraries mechanism have the capability to access them. In the latter case, for example, access to these services will not be available to the Early Childhood Center or other non-school or non-library sites.”

Please validate that this is a Pre-K Facility. Also, validation is needed to determine whether any of 2004-Funding under entity number 200550 for Internal Connections services maybe provided at a Pre-K Facility.

The entity number 200550, listed below, receiving services requested on these applications appear to be Pre-K Facilities. Please provide the following additional information:

- 1) Describe and detail what portion of the service is provided to Early Childhood Center within the Academia Claret Facilities.
- 2) Identify the dollars or the percentage of dollars associated with the services that are to be provided the Early Childhood Center.
- 3) Confirm the balance of the services is being provided to facilities of instruction or classrooms or places where library services are provided.

4) Please provide substantiating documentation supporting your statements.

Block 4 of Form 471# 404938 indicates for **FRN 1109086** may include services to a Pre- K Facility. However, the Item 21 attachments on file do not list the Pre- K Facility as a recipient of service. Please fax or email to me a revised Item 21 attachment (s). Revised Item 21 Attachments should be submitted for all funding requests that include services to non-instructional facilities. Please label the revised attachment(s) "REVISED ITEM 21 ATTACHMENT FOR FUNDING YEAR 2004" at the top of the page. Clearly indicate on the revised attachment(s) which non-instructional facilities are receiving services. The attachment(s) should include the name of each non-instructional facility and the breakdown of services and prices for each FRN listed above. You may refer to the document "Entity Numbers for Non-Instructional facilities" posted in the Reference Area of the SLD web site (www.sl.universalservice.org) for further information.

Please fax @ (973-599-6522) or e-mail: mbrooks@sl.universalservice.org the requested information to Marjorie Brooks' attention. If you have any questions, please feel free to contact me @ 973 884-8557.

It is important that we receive all of the information requested so we can complete our review. **Failure to do so may result in a reduction or denial of funding.**

Please send the requested information within seven calendar days. If you need additional time to prepare your response, please let me know as soon as possible.

Thank you for cooperation and continued support of the Universal Service Program.

Sincerely,

Marjorie Brooks
Schools and Libraries Division
Program Integrity Assurance
Phone: 973 884-8557
FAX: 973-599-6522
mbrooks@sl.universalservice.org



FUNDING COMMITMENT DECISION LETTER

(Funding Year 2004: 07/01/2004 - 06/30/2005)

March 24, 2005

Madeline Melgen Ed D
Academia Claret
Road 177 Building 2021
Camino Alejandrino
Guaynabo, PR 00969-5140

Re: Form 471 Application Number: 401699
Funding Year 2004: 07/01/2004 - 06/30/2005
Billed Entity Number: 200550
Applicant's Form Identifier: TEL200550

Thank you for your Funding Year 2004 E-rate application and for any assistance you provided throughout our review. Here is the current status of the funding request(s) featured in the Funding Commitment Report at the end of this letter.

- The amount, \$4,271.10 is "Approved."

Please refer to the Funding Commitment Report on the page following this letter for specific funding request decisions and explanations.

The Important Reminders and Deadlines immediately preceding this letter are provided to assist you throughout the application process.

NEXT STEPS

- Review technology planning approval requirements
- Review CIPA Requirements
- File Form 486
- Invoice the SLD using the Form 474 (service providers) or Form 472 (Billed Entity)

FUNDING COMMITMENT REPORT

On the pages following this letter, we have provided a Funding Commitment Report for the Form 471 application cited above. The enclosed report includes a list of the Funding Request Number(s) (ERNs) from your application. The SLD is also sending this information to your service provider(s) so preparations can be made to begin implementing your E-rate discount(s) after you file your Form 486. Immediately preceding the Funding Commitment Report, you will find a guide that provides a definition for each line of the Report.

TO APPEAL THIS DECISION:

If you wish to appeal the decision indicated in this letter, your appeal must be received by the SLD or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Identify which Funding Commitment Decision(s) you are appealing. Indicate the relevant funding year and the date

of the FCDL. Your letter of appeal must also include the Billed Entity Name, the Form 471 Application Number, and the Billed Entity Number from the top of your letter.

3. When explaining your appeal, copy the language or text from the Funding Commitment Report that is at the heart of your appeal, to allow the SLD to more readily understand your appeal and respond appropriately. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
4. Provide an authorized signature on your letter of appeal.

If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Box 125 - Correspondence Unit, 80 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau. We encourage the use of either the e-mail or fax filing options.

While we encourage you to resolve your appeal with the SLD first, you have the option of filing an appeal directly with the Federal Communications Commission (FCC). You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received by the FCC or postmarked within 60 days of the above date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. If you are submitting your appeal via United States Postal Service, sent to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau. We strongly recommend that you use either the e-mail or fax filing options.

NOTICE ON RULES AND FUNDS AVAILABILITY

Applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Universal Service Support Mechanism. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake periodically to assure that funds that have been committed are being used in accordance with all such requirements. The SLD may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction, including but not limited to that by the SLD, the applicant, or the service provider. The SLD, and other appropriate authorities (including but not limited to USAC and the FCC), may pursue enforcement actions and other means of recourse to collect erroneously disbursed funds. The timing of payment of invoices may also be affected by the availability of funds based on the amount of funds collected from contributing telecommunications companies.

Schools and Libraries Division
Universal Service Administrative Company

A GUIDE TO THE FUNDING COMMITMENT REPORT

A report for each E-rate funding request from your application is attached to this letter. We are providing the following definitions for the items in that report.

FORM 471 APPLICATION NUMBER: The unique identifier assigned to a Form 471 application by the SLD.

FUNDING REQUEST NUMBER (FRN): A Funding Request Number is assigned by the SLD to each Block 5 of your Form 471 once an application has been processed. This number is used to report to applicants and service providers the status of individual funding requests submitted on a Form 471.

FUNDING STATUS: Each FRN will have one of the following definitions:

1. An FRN that is "Funded" is approved at the level that the SLD determined is appropriate for this FRN. The funding level will generally be the level requested unless the SLD determines during the application review process that some adjustment is appropriate.
2. An FRN that is "Not Funded" is one for which no funds were committed. The reason for the decision will be briefly explained in the "Funding Commitment Decision Explanation." An FRN may be "Not Funded" because the request does not comply with program rules, or because the total amount of funding available for this Funding Year was insufficient to fund all requests.
3. An FRN that is "As Yet Unfunded" reflects a temporary status that is assigned to an FRN when the SLD is uncertain at the time the letter is generated whether there will be sufficient funds to make commitments for requests for Internal Connections at a particular discount level. For example, if your application included requests for discounts on both Telecommunications Services and Internal Connections, you might receive a letter with funding commitments for your Telecommunications Services funding requests and a message that your Internal Connection requests are "As Yet Unfunded." You would receive one or more subsequent letters regarding the funding decision on your Internal Connections requests.

SERVICES ORDERED: The type of service ordered from the service provider, as shown on your Form 471.

SPIN (Service Provider Identification Number): A unique number assigned by the Universal Service Administrative Company to service providers seeking payment from the Universal Service Fund for participating in the universal service support mechanisms. A SPIN is also used to verify delivery of services and to arrange for payment.

SERVICE PROVIDER NAME: The legal name of the service provider.

CONTRACT NUMBER: The number of the contract between the eligible party and the service provider. This will be present only if a contract number was provided on your Form 471.

BILLING ACCOUNT NUMBER: The account number that your service provider has established with you for billing purposes. This will be present only if a Billing Account Number was provided on your Form 471.

SERVICE START DATE: The date services were reported to start for this FRN on your Form 471.

CONTRACT EXPIRATION DATE: The date the contract expires. This will be present only if a contract expiration date was provided on your Form 471.

SITE IDENTIFIER: The Entity Number listed in Form 471, Block 5, Item 22a. This will be present only for "site specific" FRNs.

ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE RECURRING CHARGES: Eligible monthly pre-discount amount approved for recurring charges multiplied by number of months of recurring service approved for the funding year.

ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE NON-RECURRING CHARGES: Annual eligible non-recurring charges approved for the funding year.

PRE-DISCOUNT AMOUNT: Amount in Form 471, Block 5, Item 23I, as determined through the application review process.

DISCOUNT PERCENTAGE APPROVED BY THE SLD: The discount rate that the SLD has approved for this service.

FUNDING COMMITMENT DECISION: This represents the total amount of funding that the SLD has reserved to reimburse your service provider for the approved discounts for this service for this funding year. It is important that you and your service provider both recognize that the SLD should be invoiced and the SLD may direct disbursement of discounts only for eligible, approved services actually rendered.

FUNDING COMMITMENT DECISION EXPLANATION: This entry provides an explanation of the amount in the "Funding Commitment Decision."

FUNDING COMMITMENT REPORT

Form 471 Application Number: 401699
Funding Request Number: 1108771 Funding Status: Funded
Services Ordered: Telecommunications Service
SPIN: 143012431 Service Provider Name: Puerto Rico Telephone Company, I
Contract Number: T
Billing Account Number: 787-787-6685
Service Start Date: 07/01/2004
Contract Expiration Date: 06/30/2005
Site Identifier: 200550
Annual Pre-discount Amount for Eligible Recurring Charges: \$3,259.20
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
Pre-discount Amount: \$3,259.20
Discount Percentage Approved by the SLD: 20%
Funding Commitment Decision: \$651.84 - FRN approved; modified by SLD
Funding Commitment Decision Explanation: The site-specific discount was corrected.
The dollars requested were reduced to remove the ineligible entity: Pre-K.

Funding Request Number: 1108778 Funding Status: Funded
Services Ordered: Internet Access
SPIN: 143022659 Service Provider Name: A New Vision in Educational Serv
Contract Number: MTM
Billing Account Number: 200550
Service Start Date: 07/01/2004
Contract Expiration Date: 06/30/2005
Site Identifier: 200550
Annual Pre-discount Amount for Eligible Recurring Charges: \$12,256.92
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$5,839.40
Pre-discount Amount: \$18,096.32
Discount Percentage Approved by the SLD: 20%
Funding Commitment Decision: \$3,619.26 - FRN approved; modified by SLD
Funding Commitment Decision Explanation: The site-specific discount was corrected.
The dollars requested were reduced to remove the ineligible entity: Pre-K.

USAC

Schools and Libraries Division
Box 125 - Correspondence Unit
80 South Jefferson Road
Whippany, New Jersey 07981

TIME SENSITIVE MATERIAL

00136
Madeline Melgen Ed D
Academia Claret
Road 177 Building 2021
Camino Alejandrino
Guaynabo, PR 00969-5140



IMPORTANT REMINDERS & DEADLINES

Date: March 24, 2005
471 : 401699
BEN : 200550

The following information is provided to assist you throughout the application process. We recommend that you keep it in an easily accessible location and that you share it with the appropriate members of your organization.

FORM 486 DEADLINE - The Form 486 must be postmarked no later than 120 days after the Service Start Date you report on the Form 486 or no later than 120 days after the date of the Funding Commitment Decision Letter, whichever is later. If you are required to have a Technology Plan, that plan must be approved by the start of service for this funding year, you must indicate the SLD Certified Technology Approver who approved your plan and you must retain your approval letter and documentation of your monitoring of the progress toward your stated goals.

CHILDREN'S INTERNET PROTECTION ACT (CIPA) - You must be in compliance with CIPA and cannot request a waiver, if FY2004 is your Third Funding Year for the purposes of CIPA.

INVOICE DEADLINE - Invoices must be postmarked no later than 120 days after the last date to receive service - including extensions - or 120 days after the date of the Form 486 Notification Letter, whichever is later. Invoices should not be submitted until the invoiced products and services have been delivered and billed, and (for BEAR Forms) the provider has been paid.

OBLIGATION TO PAY NON-DISCOUNT PORTION - Applicants are required to pay the non-discount portion of the cost of the products and/or services. Service providers are required to bill applicants for the non-discount portion. The FCC has stated that requiring applicants to pay their share ensures efficiency and accountability in the program. If you are using a trade-in as part of your non-discount portion, please refer to the SLD web site.

RETAIN DOCUMENTATION - Applicants must retain documentation, including but not limited to, documents showing:

- compliance with all applicable competitive bidding requirements,
- products and/or services delivered (e.g., customer bills detailing make, model and serial number),
- resources necessary to make effective use of E-rate discounts, including the purchase of equipment such as workstations not eligible for support,
- the specific location of each item of E-rate funded equipment, and
- the applicant has paid the non-discount portion.

These documents must be retained and available for review for 5 years.

SUSPENSION AND DEBARMENT - Persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries Support Mechanism are subject to suspension and debarment from the program.

FREE SERVICES ADVISORY - Applicants and service providers are prohibited from using the Schools and Libraries Support Mechanism to subsidize the procurement of ineligible or unrequested products and services, or from participating in arrangements that have the effect of providing a discount level to applicants greater than that to which applicants are entitled.

Complete program information - including more information on these reminders - is posted to the Schools and Libraries Division (SLD) web site at www.sl.universalservice.org. You may also contact the SLD Client Service Bureau by e-mail using the "Submit a Question" link on the SLD web site, by fax at 1-888-276-8736 or by phone at 1-888-203-8100.